
Announcement

TO: GeorgiaFIRST PeopleSoft Financials Users

POSTED: May 18, 2017

SUBJECT: Updated FY2017 Year-End Cutoff Dates for ePro and Travel & Expenses

Please note that some of the year -end cutoff dates have changed. Changes are indicated in red.

TRAVEL AND EXPENSES

In order to assist institutions using the Travel & Expenses module with completing all FY2017 travel related processing by June 30th, ITS and Claire Arnold from the Office of Fiscal Affairs have set the following cutoff dates:

FY2017 ITS Cutoff Dates:

1. Cutoff ~~June 16, 2017~~ **June 19, 2017** at 7 AM

Note: Core users with the appropriate security roles will still have access to the Travel and Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time that Expenses is unavailable to institution end users.

FY2017 Institution Cutoff Dates:

1. Deny all unapproved Travel Authorizations – **Monday , June 19 , 2017**
2. Process final Expenses pay cycle – Friday, June 23, 2017
3. Reconcile account 211500 and verify balance is zero – Friday, June 30, 2017

EPROCUREMENT

In order to assist institutions using the ePro module with completing all FY2017 requisition related processing by June 30th, ITS and Claire Arnold from the Office of Fiscal Affairs have set the following cutoff date:

1. Wednesday, June 7, 2017 at 7AM , ITS will cutoff access to ePro Requisition entry for the following roles:
 - a. BOR_EP_REQUESTER_YE_CUTOFF
 - b. BOR_EP_MAINT_REQ_YE_CUTOFF
 - c. BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

